

ROANOKE COUNTY



STREET LIGHT REQUESTS & PROCEDURES

Policy

This policy sets out the evaluation procedure by which all requests for street lighting will be processed. The intent of the policy is to evaluate all requests as to the need for lighting of streets within the County to ensure the safety of vehicular and pedestrian traffic. Although consideration is given to the crime rate of the area, it is not a major factor for determining the installation of a street light.

Street lights requested solely for protection of private property (i.e. dusk to dawn lights) should be made directly to American Electric Power and the applicant shall assume all costs.

Procedures

Application:

Any person requesting a street light shall do so by completing the attached application (*see below*) or by writing to:

Department of Community Development
P.O. Box 29800
Roanoke, Virginia 24018-0798
(Email: engineering@roanokecountyva.gov)

Evaluation:

Each request will be logged into a street light ledger with the appropriate information and will be evaluated based on office and field research. (*Please see copy of evaluation form and some of the factors for evaluation below*) The evaluation will be documented and calculated on the standard evaluation form. A copy of your evaluation will be forwarded to you.

SAMPLE

CLASSIFICATION FACTOR	RATING					UNLIT WEIGHT (A)	LIGHTED WEIGHT (B)	DIFF. (A - B)	SCORE (RATING X (A - B))
	1	2	3	4	5				
Geometric Factors									
Number of Lanes	< 3	3	4	5	6 or more (including traffic circles)	3.0	2.5	0.5	
Approach Lane Width	> 12'	10'	10'	10'	< 10'	3.0	2.5	0.5	
Channelization	no turn lanes	left turn lane on major leg	left and right turn lanes on major leg	left and right turn lanes on all legs	left and right turn lanes on all legs	2.0	1.0	1.0	
Approach Sight Distance	> 700'	500-700'	300-500'	200-300'	< 200'	3.0	1.8	0.2	
Yield on Approach Streets	A	B	C	D	E	3.2	2.8	0.4	
Parking in Vicinity	prohibited both sides	loading zones only	off peak only	permitted one side only	permitted both sides	0.1	0.1	0.0	
Operational Factors									
Type of Control	all phases signalized (incl. turn lanes)	left turn lane through traffic	left turn lane through traffic	stop control	stop control	3.0	2.7	0.3	
Channelization	left and right turn lanes	left and right turn lanes	left turn lane signal control	left turn lane signal control	no turn lanes	3.0	2.0	1.0	
Level of Service (Load Factor)	A	B	C	D	E	1.0	0.2	0.8	
Pedestrian Volume (ped/c/hr crossing)	very low or none	0-100	101-200	201-400	401 or more	1.0	0.2	0.8	
Grade on Approach Street									
Percent Adjacent Development	0	1-30%	31-60%	61-80%	81-100%	0.3	0.3	0.0	
Predominant Development near Intersection	undeveloped	50% industrial or commercial	50% industrial or commercial	commercial or commercial (no industry)	commercial or commercial (no industry)	1.0	0.5	0.5	
Lighting in Immediate Vicinity	none	0-40%	41-60%	61-80%	81-100%	1.0	1.5	0.5	
Crime Rate	extremely low	lower than county average	county average	higher than county average	higher than county average	1.0	0.5	0.5	
Accidents									
Ratio of night to-day Accident Rates	0.8-1.0	1.0-1.2	1.2-1.5	1.5-2.0	2.0 or more	10.0	2.0	8.0	
*Intersection lighting warranted.									
GEOMETRIC TOTAL _____ OPERATIONAL TOTAL _____ ENVIRONMENTAL TOTAL _____ ACCIDENT TOTAL _____ GRAND TOTAL = _____ POINTS (Maximum possible score is 70 points)									

SAMPLE

ENGINEERING DEPARTMENT

Evaluated by _____

Date Evaluated _____

EVALUATION FORM

Results of Evaluation:

If your request scores 70 points or greater on the evaluation form, Roanoke County will forward your request to American Electric Power (AEP) for installation once funds are allocated (see *Approval and Installation Schedule included in this brochure*). The Board of Supervisors determines the yearly allocation of funds for street light installation.

If your request scores between 55 and 69 points, you may request an Appeals Committee to review your application for a street light. The request must be in writing and you can mail your request to the County of Roanoke for scheduling. The Appeals Committee, consisting of Roanoke County residents, will conduct their site evaluation at a time that you may be present.

If your request scores below 55 points, the street light will not be installed by Roanoke County.

If your request is denied and you still wish to pursue a dusk to dawn light, you can contact AEP at: 1-800-956-4237, for further assistance.

Installation:

Upon approval, each request will be forwarded to American Electric Power for installation.

Approval and Installation Schedule

The process for evaluating the numerous requests and installing approved lights will normally take several months with time allowances given as follows:

Evaluation:	3-4 Weeks
Reports and Maps:	2-4 Weeks
Installation:	30-Days - 6 Months

Information

For further information about street lighting, contact the Department of Community Development at:

Phone: 540-772-2080,

Email: engineering@roanokecountyva.gov

For street light outages, call AEP Service Repairs: 1-800-956-4237.

STREET LIGHT APPLICATION



Location of Street Light: _____

Street/house address

Nearest intersection

AEP pole number

Requested by:

Name

Address

Home Phone #

/ _____
Work Phone #

Check if you would like to be present at evaluation ☐

If yes, between 8:00 a.m. and 5:00 p.m. ☐ or after 5:00 p.m. ☐

Comments:

PLEASE RETURN THIS APPLICATION TO THE MAILING ADDRESS BELOW, DROP OFF AT OUR OFFICES ON 5204 BERNARD DRIVE, FAX TO (540)776-7155, OR EMAIL RESPONSES TO: engineering@roanokecountyva.gov

COUNTY OF ROANOKE, DEPT. OF COMMUNITY DEVELOPMENT
P.O. Box 29800, ROANOKE, VA 24018-0798